



# **SITE DEVELOPMENT GRANTS**

**Grants Management Webinar**

August 2020

# AGENDA

- Overview
- Contracts
- Reporting
- Procurement
- Construction
- Financial Information
- Files
- Monitoring
- Closeout
- Other requirements
- Questions

# OVERVIEW

- Funded through the Rural Economic Opportunity Act
- Purpose -
  - To make your site more attractive to companies looking to locate
  - To reduce the risk and time it will take to prepare your site for a client
  - To increase the inventory of high-quality and certified sites in the state
- 8 awards totaling \$1,860,319
- Popular activities – due diligence studies, grading, and access road construction

# SUCCESS STORIES

Titan Medical – Lexington, Henderson County





# SUCCESS STORIES

Hirotec America – Fayetteville, Lincoln County



# SUCCESS STORIES

ebm-papst, Inc. – Johnson City, Washington County





# CONTRACTS

- Fully executed contracts have not made their way through our system yet.
- Do not sign any contracts or begin any work until you receive your fully executed contract. If you choose to do so, you may not be reimbursed.

# CONTRACTS

- Where to find items in your contract

|   |   |   |   |
|---|---|---|---|
|  <b>GOVERNMENTAL GRANT CONTRACT</b><br>(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities) |   |   |   |
| <b>Begin Date</b>   | <b>End Date</b>                           | <b>Agency Tracking #</b>  | <b>Edison ID</b>  |
| You cannot incur expenses before this date  | You cannot incur expenses after this date | The number of the program internally (budget)   | The number for this contract, also referred to as a "PO" number |
| <b>Grantee Legal Entity Name</b>  |   |   | <b>Edison Vendor ID</b>   |
| Legal Name of your organization, including a dba, if applicable   |   |   | The number associated with your entity                          |
| <b>Subrecipient or Contractor</b>   |   | <b>CFDA #</b>   |   |
| <input checked="" type="checkbox"/> Subrecipient<br><input type="checkbox"/> Contractor   |   | Grantee's fiscal year end<br>This is the end of your fiscal year per your application and <b>pregrant</b> |   |

| Section   | Description                        |
|-----------|------------------------------------|
| A         | Scope of Services and Deliverables |
| B         | Term of Contract                   |
| C         | Payment and Conditions             |
| D         | Standard Terms and Conditions      |
| E         | Special Terms and Conditions       |
| Attach. A | Detailed Scope of Services         |
| Attach. 2 | Budget                             |



# CONTRACTS

## Parent-Child Form

- A required part of state contracts for grantees receiving state funds
- Do you file with the IRS or do you file through another organization?

### ATTACHMENT 2

#### Parent Child Information

*The Grantee should complete this form and submit it with the Grant Contract. The Grantee should submit only one, completed "Parent Child Information" document to the State during the Grantee's fiscal year.*

"Parent" means an entity whose IRS filing contains the information of at least one other entity.

"Child" means an entity whose information is contained in another entity's IRS filing.

Grantee's Edison Vendor ID number:

Is Grantee Legal Entity Name a parent? Yes ☐ No ☐

If yes, provide the name and Edison Vendor ID number, if applicable, of any child entities.

Is Grantee Legal Entity Name a child? Yes ☐ No ☐

# CONTRACTS – GRANT COMPLIANCE PACKET

## Grant Compliance Packet

- We have developed a packet/presentation that shows all the forms you are required to submit to get your contract started and to manage your project
- Forms included
  - Contract – Title VI Survey and training, Grant Payment Setup Form, Direct Deposit Form, W9 – You should have already done these.
  - Administration – Contract scope change request, reimbursement instructions, submission of yearly audit and corrective action plan, cumulative adjustment instructions, Budget Revision Form – Will be needed during the course of the project.

# REPORTING

- Grantees are required to submit a monthly report on the 25<sup>th</sup> of each month (starting the month after the contract start date)
- Report must be submitted via an online portal - <https://www.tn.gov/ecd/rural-development/tnecd-site-development/select-tennessee-site-development-grant/site-development-grant-status-report.html>
- Monthly reporting should take about 5 minutes – what you did this month, what problems you are having, what ECD can do to help, and what you plan to do next month
- An annual report is required a year after the contract starts and at closeout. The annual and closeout reports can be found here - <https://www.tn.gov/ecd/rural-development/tnecd-site-development/select-tennessee-site-development-grant/site-development-grant-annual-and-closeout-report.html>



# PROCUREMENT

- Procurement must be competitive and transparent
- Follow local procurement procedures and keep good documentation of the process and results
  - Generally, communities can accept quotes for items up to a certain level (~\$10,000) and have to do formal bidding for items above that amount
  - Procurement of professional services should not be based on price but on meeting your qualifications
- We will review procurement at monitoring

# PROCUREMENT

- Professional Services (engineer and administrator)
  - Send at least 3 letters to companies who could provide the service
  - Give them time to respond
  - Have a selection committee and qualifications to select service provider
  - Document the process
  - If you are using the Development District to administer the grant, you do not have to use a formal procurement process
  - If you only receive one response back when procuring professional services, please draft a single response memo and keep it on file
- Construction
  - Must be advertised in a public newspaper
  - Must give bidders a minimum of two weeks before receiving bids
  - Bids must be publicly opened and read aloud
  - Must have two bids, or show what efforts were made to obtain bids
  - Must be awarded to lowest, most responsive bidder (approval from ECD required if not the lowest bid)
- Do not sign any contracts (except the one with the State) **until final approval of your contract**

# CONSTRUCTION BID PROCESS

- Review Bidding Procedures on the website
- Submit bid documents electronically to TNECD and wait for approval prior to bid advertisement
- **Before advertising** also have approval from other appropriate State agencies (For water and sewer this would be TDEC)
- Requirements of the Tennessee Contractors Licensing Act of 1994 should be followed concerning information on the outside of the contractor's bid submittal envelope
- Addendums must be sent to Select.Tennessee@tn.gov for approval **prior** to issuing
- Open Bids
- Submit **certified detailed bid tabs** and accompanying information to Select.Tennessee@tn.gov



# CONSTRUCTION

- Construction can begin only when a letter from ECD approving the bid tabs has been issued
- Notice of Award and Pre-construction Conference must be submitted to ECD
- Notice to Proceed must be submitted to ECD
- All change orders must be approved by ECD **prior to execution**

# FINANCIAL REQUIREMENTS

- An invoice template will be provided to grantees when the contracts are finalized. The completed form & all supporting documentation must be submitted for TNECD to reimburse you.

Questions about the invoice process?

## **Contact**

Alaire Brown

Rural Development Grants Coordinator

[Alaire.Brown@tn.gov](mailto:Alaire.Brown@tn.gov)

615-339-7654

# REQUEST FOR PAYMENT - INVOICE DETAIL

Name of Company:

ECD Speedchart # :

Edison Contract ID # :

Federal Employer Identification # :

Edison Vendor ID # :

Grantee Invoice Contact:

Your organization's info

This information is on your contract.  
The backup page automatically populates  
the invoice page

Invoice Request Number:

Start

Date of Invoice:

Invoice Period:

Beginning

End

Amount of this Request:

25,000.00

| Budget Line-Item                           | Payee/Vendor Name | Contractor Invoice Number | Contractor Invoice Date | Total Amount Invoiced |
|--|-------------------|---------------------------|-------------------------|-----------------------|
| <b>Salaries, Benefits &amp; Taxes</b>      |                   |                           |                         |                       |
| A1   |                   |                           |                         |                       |
| A2   |                   |                           |                         |                       |
| Total Salaries, Benefits & Taxes           |                   |                           |                         | \$0.00                |
| <b>Professional Fee, Grant &amp; Award</b> |                   |                           |                         |                       |
| B1 Advance on Contract                     |                   |                           | 12/10/13                | \$11,750.00           |
| B2   |                   |                           |                         |                       |
| B3   |                   |                           |                         |                       |
| B4   |                   |                           |                         |                       |
| B5   |                   |                           |                         |                       |
| B6   |                   |                           |                         |                       |
| B7   |                   |                           |                         |                       |
| B8   |                   |                           |                         |                       |
| B9   |                   |                           |                         |                       |
| B10  |                   |                           |                         |                       |
| B11  |                   |                           |                         |                       |
| B12  |                   |                           |                         |                       |
| B13  |                   |                           |                         |                       |
| B14  |                   |                           |                         |                       |
| B15  |                   |                           |                         |                       |
| Total Professional Fee, Grant & Award      |                   |                           |                         | \$11,750.00           |

Submit your signed, dated and completed reimbursement request with support documentation, preferably in PDF, to [ECD.Invoices@tn.gov](mailto:ECD.Invoices@tn.gov)

The totals automatically calculate as you add in the line items in each section



# FINANCIAL REQUIREMENTS

|   | Total Project Amount                         | \$50,000.00                         |                          |                          |                          |                          |                          |                          |                          |                              |
|---|--|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------------------------|
|   | Grant Amount                                 | \$50,000.00                         |                          |                          |                          |                          |                          |                          |                          |                              |
|   | Percent of Grant Funds/Match Requirement (%) | 100.00%                             |                          |                          |                          |                          |                          |                          |                          |                              |
|   | Budget Line-Item                             | Initial<br>Total<br>Grant<br>Budget | Revision 1/<br>Amendment | Revision 2/<br>Amendment | Revision 3/<br>Amendment | Revision 4/<br>Amendment | Revision 5/<br>Amendment | Revision 6/<br>Amendment | Revision 7/<br>Amendment | Current<br>Project<br>Budget |
| A | Salaries, Benefits & Taxes                   | \$0.00                              |                          |                          |                          |                          |                          |                          |                          | \$0.00                       |
| B | Professional Fee, Grant & Award              | \$50,000.00                         |                          |                          |                          |                          |                          |                          |                          | \$50,000.00                  |
| C | Supplies, Telephone, Postage & Shipping,     | \$0.00                              |                          |                          |                          |                          |                          |                          |                          | \$0.00                       |
| D | Travel, Conferences & Meetings               | \$0.00                              |                          |                          |                          |                          |                          |                          |                          | \$0.00                       |
| E | Interest                                     | \$0.00                              |                          |                          |                          |                          |                          |                          |                          | \$0.00                       |
| F | Insurance                                    | \$0.00                              |                          |                          |                          |                          |                          |                          |                          | \$0.00                       |
| G | Specific Assistance to Individuals           | \$0.00                              |                          |                          |                          |                          |                          |                          |                          | \$0.00                       |
| H | Deprecitation                                | \$0.00                              |                          |                          |                          |                          |                          |                          |                          | \$0.00                       |
| I | Other Non-Personnel                          | \$0.00                              |                          |                          |                          |                          |                          |                          |                          | \$0.00                       |
| J | Capital Purchase                             | \$0.00                              |                          |                          |                          |                          |                          |                          |                          | \$0.00                       |
| K | Indirect Cost                                | \$0.00                              |                          |                          |                          |                          |                          |                          |                          | \$0.00                       |
| L | In-Kind Expense                              | \$0.00                              |                          |                          |                          |                          |                          |                          |                          | \$0.00                       |
|   | Total  | \$50,000.00                         | \$0.00                   | \$0.00                   | \$0.00                   | \$0.00                   | \$0.00                   | \$0.00                   | \$0.00                   | \$50,000.00                  |

# FINANCIAL REQUIREMENTS

|    |  |            |            |               |                |
|----|--|------------|------------|---------------|----------------|
| 21 | Be resubmitted with correct address.       |            |            |               |                |
| 22 |  |            |            |               |                |
| 23 | <b>Budget Line-Item</b>                    | Contractor | Contractor | Amount        |                |
| 24 | Payee/Vendor Name                          | Invoice    | Invoice    | Requested     | Amount         |
| 25 |  | Number     | Date       | For           | Charged to     |
|    |  |            |            | Reimbursement | Grant Contract |
| 27 | <b>Salaries, Benefits &amp; Taxes</b>      |            |            |               | 0.00%          |
| 28 | A1   |            |            |               | \$0.00         |
| 29 | A2   |            |            |               | \$0.00         |
| 30 | A3   |            |            |               | \$0.00         |
| 31 | A4   |            |            |               | \$0.00         |
| 32 | A5   |            |            |               | \$0.00         |
| 33 | A6   |            |            |               | \$0.00         |
| 34 | A7   |            |            |               | \$0.00         |
| 35 | A8   |            |            |               | \$0.00         |
| 36 | A9   |            |            |               | \$0.00         |
| 37 | A10  |            |            |               | \$0.00         |
| 38 | A11  |            |            |               | \$0.00         |
| 39 | A12  |            |            |               | \$0.00         |
| 40 | A13  |            |            |               | \$0.00         |
| 41 | A14  |            |            |               | \$0.00         |
| 42 | A15  |            |            |               | \$0.00         |
| 43 |  |            |            |               |                |
| 44 | Total Salaries, Benefits & Taxes           |            |            | \$0.00        | \$0.00         |
| 46 | <b>Professional Fee, Grant &amp; Award</b> |            |            |               | 100.00%        |
| 47 | B1   |            |            |               | \$0.00         |
| 48 | B2   |            |            |               | \$0.00         |
| 49 | B3   |            |            |               | \$0.00         |
| 50 | B4   |            |            |               | \$0.00         |

# FINANCIAL REQUIREMENTS

- Reimbursable grant - work must be completed and paid for by grantee in order to submit an invoice to the State
- Information for all applicable fields must be completed on the invoice template prior to submission
- The invoice coversheet must be signed and dated prior to submission
- **All back-up documentation must show dates of service and include a description of the service provided or work completed**
- Submit invoices no more than monthly and no less than quarterly to [ecd.invoices@tn.gov](mailto:ecd.invoices@tn.gov)



# FINANCIAL REQUIREMENTS

- 5% Retainage must be held on all construction contracts. Construction contracts over \$500,000 must put retainage into escrow account.
- To receive final payment for construction, a Notice of Completion must be published in the paper and a notarized Release of Liens must be obtained from the contractor. Both must be included with the invoice.
- Administration and Engineering cannot be increased without written permission from ECD and administration cannot exceed 4% of original grant award.

# PROJECTS WITH MULTIPLE GRANT SOURCES

- Must follow SDG requirements
- Anything bid with SDG contract becomes part of our project
- Paid by percentage of line item in budget

# FILES

- Can keep files electronically or in hard copy
- TNECD must be able to access them on a monitoring visit
- Keep contract, invoices, bid documents, all ECD communication, and all other relevant documentation
- Keep files for 5 years after the close of the contract

# MONITORING

- TNECD will be conducting monitoring visits during the project
- These may be on site or conducted remotely
- TNECD also requires monthly reports to review progress and answer any questions



# CLOSEOUT/FINAL REPORT

- An annual report is required a year after the contract starts
- The closeout report is basically the same as the annual report with information on final spending
- Closeout/Final Report is due 30 days after the project is completed
- You will report on metrics/outcomes, successes, setbacks, funds spent, etc.

# OTHER REQUIREMENTS

- We want your success stories! Take pictures! Remember to take photos prior to work beginning
- Think about outcomes throughout the project
- All documents must be submitted electronically
- Projects must be completed in 18 months – but you can definitely finish sooner
- It is important that you ask when you have questions as soon as they arise, rather than waiting until too late
- If site is not certified and is over 20 acres, certification must be **actively pursued**
- If site is due for recertification, recertification must be **actively pursued**

# FINAL THOUGHTS

- The administrator and the engineer work for the community.
- Administration is more than submitting an invoice and monthly status reports. Be pro-active – keep the project moving.
- Periodically review this presentation and the requirements on the website.

# QUESTIONS?

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<https://www.tn.gov/ecd/rural-development/tnecd-site-development/select-tennessee-site-development-grant.html>